

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

RESOURCE SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a resources program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

ResourcesPosition Code Title - Resource Specialist-2

Resources Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Resource Specialist-3

Resources Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Resource Specialist-4

Resources Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Resources Analyst job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are

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responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical program.

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Represents department on matters of environmental protection, resource planning, and agricultural management.

Participates in joint studies with state, federal, local and private organizations in matters of resource supply and demand.

Attends conferences and public meetings to explain current programs and policies and testifies at public hearings.

Reviews scientific literature and reports dealing with current developments in environmental protection and resource conservation.

Secures background information relevant to appraisal such as tax history, ownership history, and zoning classification.

Negotiates for and purchases or leases parcels of real property or rights therein.

Formulates procedures, policies, and guidelines for assigned property programs.

Conducts field examinations of property to identify and assess natural resources values, including land, water, minerals, wildlife, recreation and timber.

Conducts site inspections to identify hazardous conditions, conformance with accepted practices, environmental contamination, and other environmental concerns.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry, governmental agencies, and local units of government.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

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Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

Knowledge of land and water resources.

Knowledge of natural resource conservation needs and objectives.

Knowledge of the principles of ecology.

Knowledge of the methods of environmental research.

Knowledge of factors in the analysis of data to provide the basis for long-range planning of water and related land resource management.

Knowledge of the methods of presenting the results of environmental impact studies.

Knowledge of the methods of compiling and organizing data.

Knowledge of the procedures and methods of statistical analysis.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

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Ability to communicate with others verbally and in writing.

Ability to prepare projections in such areas as land use, water use, and population for planning reports and studies.

Ability to prepare charts, maps, and other graphs to show the analysis of data.

Ability to analyze and evaluate data.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Ability to work cooperatively with state and local officials.

Working Conditions

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work on high structures.

Some jobs require an employee to work outdoors and be exposed to inclement weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to hazardous work environments that may include exposure to unpleasant and noxious fumes and odors.

Physical Requirements

None.

Education

Possession of a bachelor's degree in a physical or biological science, resource management, resource planning, geography, urban planning, or a related field.

Experience

Resources Specialist 13

Four years of experience as a resources analyst, including two years of experience equivalent to a Resources Analyst P11.

OR

One year of experience equivalent to a Resources Analyst 12.

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Resources Specialist 14

Five years of experience as a resources analyst, including three years of experience equivalent to a Resources Analyst P11.

OR

Two years of experience equivalent to a Resources Analyst 12.

OR

One year of experience equivalent to a Resources Specialist 13.

Resources Specialist 15

Three years of experience equivalent to a Resources Analyst 12.

OR

Two years of experience equivalent to a Resources Specialist 13.

OR

One year of experience equivalent to a Resources Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
RESOURSPL	Resource Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Resource Specialist-2	RESRSPL2	NERE-107
Resource Specialist-2	RESRSPL2	H21-014
Resource Specialist-3	RESRSPL3	NERE-108
Resource Specialist-3	RESRSPL3	H21-017
Resource Specialist-4	RESRSPL4	H21-021

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ECP Group 3
Revised 5/22/02
SS/VLWT/asw/Team Leaders